

**DOCUMENTATION OF SICK LEAVE AND CONVERTED SICK LEAVE**  
**FOR EMPLOYEES APPROVED FOR LONG TERM DISABILITY**  
August 25, 2005

An employee approved for Long Term Disability who retires directly from LTD will have the same rights under UCA 67-19-14 to the unused sick leave at retirement benefit in place in DHRM rule on their retirement date, as active employees who retire on the same date. As with all retiring employees, these benefits are subject to eligibility requirements, such as meeting URS retirement eligibility, the age of the employee and spouse upon retirement, and the number of Sick Leave and Converted Sick Leave hours remaining to the employee on the retirement date. The following information is being collected to capture the Sick Leave and Converted Sick Leave balances the employee has remaining at the time he or she is approved for LTD for possible future use at retirement.

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Check one:  Original form - at time of LTD approval     Updated form - at time of employee's termination\*

Name of Employee: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Agency: \_\_\_\_\_ Low Org: \_\_\_\_\_

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Hire Date: \_\_\_\_\_ LTD Effective Date: \_\_\_\_\_

Sick Leave balance: \_\_\_\_\_

\*Converted Sick Leave balance: \_\_\_\_\_

Anticipated Retirement Date: \_\_\_\_\_

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\_\_\_\_\_  
Person Completing Form (Please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

- \*1. If the employee receives a cash payout of converted sick leave *at the time LTD is approved*, document only the hours remaining after the cash payout.
- 2. When an employee receives a cash payout of converted sick leave *at termination at the end of the one-year medical leave*, this form must be updated to reflect the new balance.

Original: Long-term Disability at PEHP 1 copy to Employee File 1 copy to Employee 1 copy to DHRM
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